

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO) 24P219

I. General Information

Title:

JPO in Humanitarian Affairs (Financial tracking)

Sector of Assignment (e.g. Political Affairs, Humanitarian Affairs, Administration etc):
Humanitarian Affairs

Organization/Office:

United Nations Office for the Coordination of Humanitarian Affairs (OCHA)/ Assessment, Planning and Monitoring Branch (APMB) / Monitoring and Tools Section (MATS)

Duty Station:

Istanbul, Türkiye

Duration:

The assignment is intended for a minimum duration of 2 years.

The initial appointment is for 1 year, renewable based on performance and availability of funds.

A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs.

II. Supervision

Title of Supervisor:

FTS Manager

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

– Communicates with humanitarian organizations to obtain information on humanitarian funding and maintain regular reporting arrangements with Financial Tracking Service (FTS), directly and regularly contacting (by telephone or e-mail) OCHA field offices, NGOs, donors and UN agencies. This includes maintain/develop contacts



with and obtain contribution information from regular reporting contacts and other humanitarian donors or recipients that do not regularly report to FTS (focusing on largest humanitarian NGOs);

- In close collaboration with OCHA Financing and Partnerships Division (FPD) support the FTS Manager to develop contacts with major contributors in the private sector to humanitarian action and reaching out to a broader array of UN Member States to obtain accurate funding updates to be posted on FTS;

- Collaborate with managers (at HQ or field offices if required) of OCHA-managed country specific pooled funds to accurately depict on FTS funding movements in and out of the pooled funds, and to support pooled fund grant management and visibility.

- Provides FTS user support and training (by telephone, email or in person), including develop and update FTS helps tools; conduct training and presentations as needed, train OCHA field staff using FTS for humanitarian programme cycle management.

- Prepares or contributes to the preparation of various written reports, documents and communications, e.g. drafts sections of studies, background papers, policy guidelines, parliamentary documents, briefings, case studies, presentations, correspondence, etc.

- Participate, as required, in discussions on policy-related issues; keeps abreast of latest developments, liaises with other humanitarian organizations, donors, etc., ensures appropriate monitoring and reporting mechanisms; provides information and advice on a range of related issues.

- Organizes and participates in work groups, meetings, conferences, consultations with other agencies and partners on humanitarian and emergency relief-related matters.

- Performs other duties as required. .

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in political science, social science, international studies, public administration, economics, engineering, earth sciences or a related field is required.

Work experience:

A minimum of two years of relevant work experience in humanitarian affairs, emergency management, rehabilitation and development, international policy or advocacy, or other related areas is required.

Languages:

French and English are the working languages of the United Nations Secretariat. For this position, fluency in English is required.

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations. Sound knowledge of and exposure to a range of humanitarian assistance issues. In-depth knowledge of humanitarian financial tracking and of the interagency appeal system; proficiency in mathematical or statistical analysis and in data base operation and development; proven conceptual, strategic, analytical, advocacy and communication capacity; ability to identify issues and use sound judgment in applying technical expertise to resolve a wide range of problems; ability to conduct research, including ability to evaluate and integrate information from a variety of sources and assess impact. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. Civil strife, natural disasters and human misery); ability to provide guidance to new/junior staff. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority

activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

CLIENT ORIENTATION: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will have a deeper understanding of funding modalities and processing, be able to draft country highlights and write weekly/monthly FTS reports.

VI. Background Information

The **Assessment, Planning and Monitoring Branch (APMB)** helps OCHA, and partners deliver more effective collective responses through support to humanitarian coordination structures, the application of a strong, evidence-based, well-coordinated humanitarian programme cycle (HPC) in close collaboration with key OCHA entities such as IMB, OAD and FPD. The Branch ensures that OCHA and partner field staff have the knowledge, information management tools and technical support needed to work collectively with other humanitarian partners, as well as with development and peacebuilding actors, in meeting and reducing the needs of people affected by crises. The Branch oversees development of OCHA’s annual flagship publication, the Global Humanitarian Overview (GHO). APMB also manages the Financial Tracking Service (FTS), a centralized source of curated, continuously updated, fully downloadable data and information on humanitarian funding flows. APMB serves as chair and secretariat of the inter-agency Humanitarian Programme Cycle Steering Group – which provides the overall steer on needs assessment, response planning and monitoring. APMB also serves as the secretariat and co-chair for the Global Cluster Coordination Group (GCCG), which aims to improve the quality of humanitarian response by supporting country-level cluster and inter-cluster coordination. OCHA (APMB), together with DCO, serve as the Secretariat of the JSC, while the CO-Chairs are OCHA, DCO, PBSO and UNDP.

APMB currently comprises three sections: The Needs and Response Analysis Section (NARAS), the Monitoring and Tools Section (MATS) and the System-Wide Approaches and Practices Section (SWAPS). Together the three sections support more targeted and efficient responses to humanitarian crises, covering all areas from needs assessments and response planning to monitoring, the tools that support these processes. The Branch helps manage system change and the integration of initiatives such as multi-purpose cash, localization, strengthened intersectoral needs analysis and humanitarian-development collaboration into humanitarian response.

APMB comprises 47 staff: 35 international and 12 national staff, serving in three duty stations (Geneva, New York and Istanbul). MATS comprises 16 staff: 8 international and 8 national staff, serving in 2 duty stations (Geneva and Istanbul).

ASSESSMENT, PLANNING AND MONITORING BRANCH (APMB)

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